

# OSBE Special Meeting 11.12.20



**OKLAHOMA**  
Education



# Investigative Audit – Epic Charter Schools

- 10.1.20 - OK State Auditor and Inspector released an audit of Epic Charter Schools
- 10.12.20 - State Board meets and issues demand pursuant to 70 O.S. Section 18-118 for return of \$11M within 60 calendar days of Epic receiving relevant work papers
- 10.13.20 - Statewide Virtual Charter School Board votes to initiate termination of Epic One-on-One
- 10.20.20 - State Board demand letter sent to Epic

# Oklahoma Cost Accounting System (OCAS)

# OCAS – 70 O.S. Section 5-135

- OCAS is a system of codes for initiating, recording and paying for all purchases and obligations, and then for recording revenues and expenditures of school districts.
- Each board establishes adequate procedures and controls for purchases and obligations
  - Invoices
  - Purchase orders
  - Authorized persons to purchase
  - Approval of all transactions after ascertaining proper accounting and process is followed
- School districts are required to use the accounting systems approved by the State Board of Education to be in compliance.



# OCAS – 70 O.S. Section 3-136

- Requires charter schools to "*prepare a statement of **actual income and expenditures***" for the fiscal year that ended on the preceding June 30.
- Requires the statement of expenditures to use OCAS codes as defined in rules of the Board.
- Prohibits charter schools from submitting estimates of **expenditures or prorated amounts** to meet the requirements.

# OCAS – 70 O.S. Section 5-135.2

- Requires all districts to enter prior year's **actual revenue and expenditures** by September 1, through OCAS.
- Districts may begin submission on July 1; upload trial data at any time
- Administrative rules formerly provided an opportunity for districts to review their September 1 submissions until December 15. After December 15, no changes could be made to the data by the school or OSDE.
- Why December 15 and no changes? Transparency Index and federal reporting
- OSDE passed emergency rules in April to change this process.

I hereby certify to the best of my knowledge and belief, the data reported constitutes an accurate and full report of all revenues and expenditures during the previous fiscal year under OAC.....I understand this data will be used for many purposes, including....reporting to state legislature, USDE....I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Pending Precertification. Click to show less...

Your uploads have been certified by the OCAS staff.

By entering my initials and selecting the "Certify These Uploads" tab, I hereby certify to the best of my knowledge and belief, the data reported constitutes an accurate and full report of all revenues and expenditures during the previous fiscal year under OAC 210-25-5-4 and OAC 210-25-7-1. I understand this data will be used for many purposes, including but not limited to, reporting to state legislature, USDE, and in the calculation of your district's Maintenance of effort and any penalties in accordance with the applicable statutes. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. ([Link](#))

Enter Your Initials:

☐ I have reviewed the District Maintenance of Effort Special Ed Report and the information is correct.

☐ I have reviewed the Administrative Cost Details Report and the information is correct.

☐ I have reviewed the Excess Cost Report 2014 and Later By District Report and the information is correct.

☐ I have reviewed the ESSA Maintenance of Effort calculation in the OCAS manual.

[OCAS Admin - Uncertify These Uploads](#)  
Uncertify button only seen by OCAS Admins

[Superintendent - Certify These Uploads](#)

# Epic OCAS Compliance

- Year over year, Epic uploads information for the first time on or near September 1. Schools may begin uploading July 1 for the prior fiscal year. Epic One on One OCAS activity:
  - 2016 – 37 uploads on Sept 1, none prior; 10 uploads on Dec 15, no activity in between
  - 2017 – 41 uploads on Aug 31/Sept 1, none prior
  - 2018 – 10 uploads on Aug 29/Sept 2; 5 uploads on Dec 16
  - 2020 – 2 uploads Aug 27 with 1068 errors; 21 uploads Aug 30/Sept 1
- Epic Blended presents a similar pattern.

# **Epic One on One**

| 2016      |              |        |                   |            |        |                   |
|-----------|--------------|--------|-------------------|------------|--------|-------------------|
|           | Expenditures |        |                   | Revenue    |        |                   |
|           | Date         | Errors | Number of Uploads | Date       | Errors | Number of Uploads |
| Uploaded  | 9/1/2016     | 195    | 37                | 8/6/2016   | 2      | 4                 |
| Uploaded  | 12/15/2016   | 4      | 10                | 12/15/2016 | 0      | 2                 |
| Locked    | 9/1/2016     |        |                   |            |        |                   |
| Certified | 12/15/2016   |        |                   |            |        |                   |
| 2017      |              |        |                   |            |        |                   |
|           | Expenditures |        |                   | Revenue    |        |                   |
|           | Date         | Errors | Number of Uploads | Date       | Errors | Number of Uploads |
| Uploaded  | 8/31/2017    | 271    | 4                 | 8/25/2017  | 0      | 1                 |
| Uploaded  | 9/1/2017     | 191    | 37                | 11/14/2017 | 0      | 1                 |
| Uploaded  | 11/15/2017   | 4      | 7                 |            |        |                   |
| Locked    | 9/1/2017     |        |                   |            |        |                   |
| Certified | 11/15/2015   |        |                   |            |        |                   |
| 2018      |              |        |                   |            |        |                   |
|           | Expenditures |        |                   | Revenue    |        |                   |
|           | Date         | Errors | Number of Uploads | Date       | Errors | Number of Uploads |
| Uploaded  | 9/4/2018     | 373    | 25                | 7/23/2018  | 1      | 1                 |
| Uploaded  | 12/6/2018    | 0      | 2                 | 8/26/2018  | 0      | 1                 |
| Uploaded  |              |        |                   | 9/4/2018   | 2      | 2                 |
| Uploaded  |              |        |                   | 12/6/2018  | 0      | 1                 |
| Locked    | 9/4/2018     |        |                   |            |        |                   |
| Certified | 12/6/2018    |        |                   |            |        |                   |
| 2019      |              |        |                   |            |        |                   |
|           | Expenditures |        |                   | Revenue    |        |                   |
|           | Date         | Errors | Number of Uploads | Date       | Errors | Number of Uploads |
| Uploaded  | 8/29/2019    | 880    | 6                 | 8/18/2019  | 0      | 1                 |
| Uploaded  | 9/2/2019     | 219    | 4                 | 12/9/2019  | 0      | 1                 |
| Uploaded  | 12/16/2019   | 194    | 5                 | 12/12/2019 | 0      | 1                 |
| Locked    | 9/3/2019     |        |                   |            |        |                   |
| Certified | 12/16/2019   |        |                   |            |        |                   |
| 2020      |              |        |                   |            |        |                   |
|           | Expenditures |        |                   | Revenue    |        |                   |
|           | Date         | Errors | Number of Uploads | Date       | Errors | Number of Uploads |
| Uploaded  | 8/27/2020    | 1068   | 2                 | 8/15/2020  | 1      | 1                 |
| Uploaded  | 8/30/2020    | 540    | 10                | 9/27/2020  | 127    | 3                 |
| Uploaded  | 9/1/2020     | 197    | 11                | 9/29/2020  | 1      | 0                 |
| Uploaded  | 9/30/2020    | 14     | 5                 | 9/3/2020   | 1      | 0                 |
| Locked    | 9/1/2020     |        |                   |            |        |                   |
| Certified | 9/30/2020    |        |                   |            |        |                   |

# 2016 Epic OCAS Submission

- September 1: 37 uploads
- December 15: 10 uploads, including reclassifying \$2.4M
- New "edit checks" are periodically implemented after reviewing prior year OCAS submissions and noting the use of problematic coding combinations.
- An edit check produces an error if certain OCAS codes are used together. Currently, 404 edit checks exist.

# 2016 Epic OCAS Submission

- A new edit check in 2016 prohibited the 2321-320 coding combination, which resulted in the One-on-One submission being flagged as improper.
  - Function 2321: Office of Superintendent; Object 320: Professional-Education services
- Edit checks are created well before the reporting deadline.

**Expenditure Edit Checks for 2016**

Primary Type:    
 e.g. 202, 424, 200-471, 800-898, 800 Services, 9000 Services, 1100001, 700000

Target Type:    
 e.g. 202, 424, 200-471, 800-898, 800 Services, 9000 Services, 1100001, 700000

Excluded Within:   
 (string) e.g. 202, 424, 200-471, 800-898, 800 Services, 9000 Services, 1100001, 700000

Only Within String:   
 e.g. 202, 424, 200-471, 800-898, 800 Services, 9000 Services

Description:   
 (optional)

Author:

Created By: Ryan Haysgood - 3/12/2016 12:01:20 PM  
 Updated By: Ryan Haysgood - 3/12/2016 12:01:20 PM

| Primary Values                                   | Target Values                            | Excluded Within Values | Only Within Values |
|--|--|------------------------|--------------------|
| 2151 - Robert Taft Service (S)                   | 020 - Professional & Health Services (S) |                        |                    |
| 2150 - Health Services (S)                       |  |                        |                    |
| 2151 - Office of the Superintendent Services (S) |  |                        |                    |

## **2017 – OCAS**

**August 31: 4 uploads, 271 errors**

**September 1: 37 uploads, 191 errors**



# Monday, August 28, 2017

- Email from OSDE to Epic: "As of today our records show that your district's FY17 OCAS expenditure and Revenue records are not locked." (no response)
- August 31: "Second Notice" (no response)
- September 1: No submission as of 3:30 p.m.

From: Iona Martin  
Sent: Monday, August 28, 2017 10:09 AM  
To: josh.brock@epiccharterschools.org; david.chaney@epiccharterschools.org  
Subject: SDE: FY17 OCAS Expenditure and Revenue Submission Due September 1, 2017

As of today our records show that your district's FY17 OCAS Expenditure and Revenue records are not locked. As required by Title 70, Chapter 1, Section 5-135.2 "No later than September 1 each year, every school district shall transmit a copy of the income and expenditures data required pursuant to subsection C of this section to the State Department of Education."

If I can provide any assistance please let me know.

From: Iona Martin  
Sent: Monday, August 28, 2017 10:09 AM  
To: josh.brock@epiccharterschools.org; david.chaney@epiccharterschools.org  
Subject: SDE: FY17 OCAS Expenditure and Revenue Submission Due September 1, 2017

#### URGENT NOTICE

As of today our records show that your district's FY17 OCAS Expenditure and Revenue records are not locked. As required by Title 70, Chapter 1, Section 5-135.2 "No later than September 1 each year, every school district shall transmit a copy of the income and expenditures data required pursuant to subsection C of this section to the State Department of Education."

If I can provide any assistance please let me know.

Iona Martin  
Financial Specialist  
Financial Accounting / OCAS  
Oklahoma State Department of Education  
2000 North Lincoln Boulevard, Room 4-202  
Oklahoma City, Oklahoma 73105-4099  
Telephone: 405-522-3272  
Fax: 405-522-3275  
Iona.Martin@doe.ok.gov

From: Iona Martin  
Sent: Monday, August 28, 2017 10:09 AM  
To: josh.brock@epiccharterschools.org; david.chaney@epiccharterschools.org  
Subject: SDE: FY17 OCAS Expenditure and Revenue Submission Due September 1, 2017

As of today our records show that your district's FY17 OCAS Expenditure and Revenue records are not locked. As required by Title 70, Chapter 1, Section 5-135.2 "No later than September 1 each year, every school district shall transmit a copy of the income and expenditures data required pursuant to subsection C of this section to the State Department of Education."

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Iona Martin  
From: Iona Martin  
Sent: Friday, September 1, 2017 3:11 PM  
To: josh.brock@epiccharterschools.org; david.chaney@epiccharterschools.org  
Subject: I am leaving the office for the day.  
  
If you have any questions regarding your data, please contact Kathy Black at 405-522-0275.  
  
Iona Martin  
Financial Specialist  
Financial Accounting / OCAS  
Oklahoma State Department of Education  
2000 North Lincoln Boulevard, Room 4-202  
Oklahoma City, Oklahoma 73105-4099  
Telephone: 405-522-3272  
Fax: 405-522-3275  
Iona.Martin@doe.ok.gov

# Thursday, October 19, 2017

- OSDE completed a review of Epic's FY17 Revenue and Expenditure data submission
- 9 categories need to be addressed; have errors. Categories include:
  - Administrative Costs
  - No expenditures to Superintendent
  - Fund balances
- Response requested by 10/30; Epic responded on 11/15; OSDE had more questions and information was still missing

**Iona Martin**

From: Iona Martin  
Sent: Thursday, October 19, 2017 2:57 PM  
To: Josh Brock<jbrock@epiccharterchools.org>; David Harp <dharp74804@aol.com> (dharp74804@aol.com)  
Subject: SDE Review of FY 2017 OCAS Data for Epic (55 Z 001)

**4. Have completed a review of the district's FY 2017 Revenue and Expenditure data submission and the FY 2017 Ending Balances.** (Total Balances from the District Check Report) have been compared to the Financial Statements of the district's 2017-2018 Estimate of Needs for all funds. There are a few areas that need to be addressed. This may be just providing a written explanation (email) to this office or a correction and resubmission of the affected data.

**1. Object 440 Expenditures –**  
Please review all expenditures coded to this object series. If the expenditure is for a lease or rental, it should remain coded in the 440 Series. If the expenditure is for a lease-purchase, the object should be coded as if it were an outright purchase. If no coding changes are needed, please email that the district has reviewed.

**2. Object 810 Expenditures –**  
Please review all expenditures coded to this object series. If no coding changes are needed, please email that the district has reviewed.

**3. Federal Determination Letter –**  
Please review the district's Federal Determination Letter found on the OCAS Single Sign On Page under the District Reports Tab. If no coding changes are made, please email this office stating this has been reviewed and no coding changes are required.

**4. FY 16 Ending Fund Balance does not match FY 16 Beginning Fund Balance –**  
General Fund (LL). According to the last 2016 data submission, the ending fund balance for this Fund was \$5,598,666.53. The district's FY 2017 Revenue Report lists \$0.00 as the beginning fund balance. The FY 2016-2017 Financial Statement in the 2018 Estimate of Needs states the beginning fund balance as \$5,598,666.53.

**5. Superintendent/Chief Executive Officer (CEO)/Head of Charter School, Job Class 115**  
No FY 17 expenditures were coded to Function 2321, Job Class 115.

**6. Administrative Costs –**  
The district did not list any expenditures for the following:  
Encumbrance Clerk, Function 2311 and Job Class 301 or 601.  
Minutes Clerk, Function 2312 and Job Class 614  
Treasurer, Function 2313 and Job Class 301 or 601 or object 331  
Auditor, Function 2318, object 331

**7. State Allocated Programs –**  
Please review the district's FY 17 OCAS Compared to State Aid Allocation report found on the District Reports Tab and the FY 16 OCAS Compared to State Aid Allocation report found on the Projects 311, 312, 361 and 362 ended FY 17 with balances

**8. Federal Allocations –**  
These amounts do not include Indirect Cost (IDC).

| Project | SDE           | OCAS            | Difference      |
|---------|---------------|-----------------|-----------------|
| 511     | \$ 814,431.70 | \$ 1,249,206.55 | \$ (434,774.85) |
| 515     | \$ -          | \$ 20,600.00    | \$ (20,600.00)  |
| 541     | \$ 115,137.79 | \$ 104,447.38   | \$ 10,690.41    |
| 621     | \$ 659,760.10 | \$ 713,939.95   | \$ (54,179.85)  |
| 641     | \$ 6,625.09   | \$ 8,459.83     | \$ (1,834.74)   |

**9. OCAS Balance with Estimate of Needs in all Funds –**  
The FY 2017 Ending Balances (Total Balances from the District Check Report) have been compared to the district's 2017-2018 Estimate of Needs for all funds. The following funds do not balance:

|                                   | OCAS             | EON              | Difference between OCAS and EON |
|-----------------------------------|------------------|------------------|---------------------------------|
| <b>General (31)</b>               |                  |                  |                                 |
| FY16 Ending Fund Balance          | \$ 5,598,666.53  |                  |                                 |
| Begin (610-Dist Rev Rpt)          | \$ -             | \$ 5,598,666.53  | \$ (5,598,666.53)               |
| Ended (610-Dist Rev Rpt)          | \$ 86,429.81     | \$ 86,440.06     | \$ (10.25)                      |
| Retained (610-Dist Rev Rpt)       | \$ 96,144.63     | \$ -             | \$ 96,144.63                    |
| Total Revenue from EON            |                  | \$ 47,085,896.29 | \$ -                            |
| New Revenue (FY17 Dist Check Rpt) | \$ 41,400,789.70 | \$ 41,400,789.70 | \$ 0.00                         |
| 511-513 (FY17 Dist Check Rpt)     | \$ -             | \$ -             | \$ -                            |
| 510-5190 (FY17 Dist Check Rpt)    | \$ 40,102,006.58 | \$ 40,105,202.53 | \$ (3,195.95)                   |
| Warrants + Encumber               | \$ 1,481,356.94  | \$ 6,980,695.76  | \$ (5,499,338.82)               |
| End                               |                  |                  |                                 |

The district's records are now open for submission of the corrected data. Please take the appropriate action and respond to this office by Monday, October 30, 2017. If you have any questions regarding any of the items above do not hesitate to call me. Thank you for your time and attention to this important process.

# Thursday, October 24, 2017

- Questions and corrections to OCAS data
- OSDE offers in-person assistance across 4 days
- No response to offer

Iona Martin

From: Iona Martin  
Sent: Tuesday, October 24, 2017 5:01 PM  
To: josh.brock@epiccharterschools.org  
Subject: OSDE: FY17 OCAS Data Review - In person training

Recently you were contacted regarding questions or corrections to your FY17 OCAS data. We will be available for in-person assistance to complete your FY17 OCAS data at the State Department of Education in room 217 during the following times:

|            |               |           |
|------------|---------------|-----------|
| 10/26/2017 | 10:00 - 12:00 | 1:00-3:00 |
| 10/27/2017 | 9:00 - 11:00  | 1:00-3:00 |
| 10/30/2017 | 8:00-10:00    | 1:00-3:00 |
| 10/31/2017 | 9:00 - 11:00  | 1:00-3:00 |

If you are interested in attending please respond to this email with your preferred date and time. Since this is a first come first serve opportunity please indicate 3 choices. Encumbrance Clerks and Treasurers can earn continuing education points for each hour of attendance.

Please print each of the following reports along with your 2017-2018 Estimate of Needs and the email received from this office.

District Review Sheet  
District Expenditure Report  
District Revenue Report  
District Maintenance of Effort Special Ed  
Expenditure Comparison Report  
Revenue Comparison Report  
District Check Report  
Superintendent SPR Comparison Report  
Administrative Cost Details  
OCAS Compared To State Aid Allocations  
Federal Determination Letter  
2017-2018 Estimate of Needs

We look forward to seeing you.

Katherine Black, Executive Director Financial Accounting/OCAS/Audits  
Iona Martin, Financial Specialist-Auditing  
Kelly Freeman, Financial Specialist-Auditing

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# Communication Post 2017 Deadlines

- Deadline 12/15 to certify all actual revenue, expenditure data for the prior year
- Dec 20: Epic asked to meet OSDE to "make sure coding is correct from the start"
- 2018: Epic coded expenditures to unaccredited sites; OCAS data cannot be changed

Iona Martin

From: Iona Martin  
Sent: Wednesday, December 20, 2017 10:38 AM  
To: Katherine Black; Pam Honeysuckle  
Subject: Meeting with Epic Blended

David Harp called and confirmed the meeting for Tuesday, January 9, at 10 am. It will be David, Josh Brock and possibly one other person. They just want to visit with this office to make sure coding is correct from the start.

Iona Martin  
Financial Specialist  
Financial Accounting / OCAS  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard, Room 4-20  
Oklahoma City, Oklahoma 73105-4599  
Telephone: 405-522-3272  
Fax: 405-522-3271  
[Iona.Martin@sde.ok.gov](mailto:Iona.Martin@sde.ok.gov)

Iona Martin

From: Josh Brock <josh.brock@epiccharterschools.org>  
Sent: Friday, April 20, 2018 3:07 PM  
To: Iona Martin  
Subject: RE: FY 17 Expenditures  
Attachments: Copy of EPIC.xlsx

Please find attached.

Thanks,  
Josh

From: Iona Martin <Iona.Martin@sde.ok.gov>  
Sent: Thursday, April 19, 2018 10:07 AM  
To: josh.brock@epiccharterschools.org  
Subject: FY 17 Expenditures

The attached spreadsheet shows the expenditures that are coded to site codes that are not the accredited for the District. Please list the accredited site code by each line. The FY 17 records must not be changed.

Please contact me if you have any questions.

Thank you.

Iona Martin  
Financial Specialist  
Financial Accounting / OCAS  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard, Room 4-20  
Oklahoma City, Oklahoma 73105-4599  
Telephone: 405-522-3272  
Fax: 405-522-3271  
[Iona.Martin@sde.ok.gov](mailto:Iona.Martin@sde.ok.gov)

# 2018 – OCAS

# September 2018

- Deadline Sept 4
- Sept 4 OSDE to Epic: data has not been uploaded or locked; please provide
- 25 uploads; 373 errors
- Sept 11 OSDE: reviewed data, questions identified
- No response from Epic

**Pam Honeysuckle**

**From:** Pam Honeysuckle  
**Sent:** Tuesday, September 04, 2018 8:15 AM  
**To:** 'josh.brock@epiccharterschools.org'  
**Subject:** District FY 18 OCAS Data EPIC Charter and Epic Blended

I have noticed that the district has not uploaded the OCAS data, has errors or has not been locked (a statement of actual income and expenditures of the district for the fiscal year 18). Please upload the OCAS data and lock by close of business today.

Please remember the following:

No later than September 1 each year, every district board of education shall prepare a statement of actual income and expenditures of the district for the fiscal year that ended on the preceding June 30. The statement of expenditures shall include functional categories as defined in rules adopted by the State Board of Education to implement the Oklahoma Cost Accounting System pursuant to Section 5-135 of this title.

No later than September 1 each year, every school district shall transmit a copy of the income and expenditures data required pursuant to subsection C of this section to the State Department of Education. The Department shall post the income and expenditure data on the Internet web site for the Department in a form that is accessible to the public.  
(70-5-135.2)

Beginning July 1, 1991, and in each subsequent school year, the State Department of Education shall reduce the monthly payment of a district's State Aid funds if, at the time of such payment, the district is not operating pursuant to the Oklahoma Cost Accounting System. The amount of the reduction shall be one percent (1%) for the first payment, two percent (2%) for the second payment, three percent (3%) for the third payment, four percent (4%) for the fourth payment, and five percent (5%) for each subsequent payment. (70-5-135.2)

Respectfully,

Pam Honeysuckle, Financial Specialist  
Financial Accounting  
Oklahoma State Department of Education  
2500 North Lincoln Blvd., Suite 420

# November – December 2018

- Nov 2 OSDE to Epic: "the OCAS data has not been corrected and responses [have] not been received."
- Dec 6 OSDE: "figures are not going to change when nothing has been uploaded since September 4, 2018."



**Pam Honeysuckle**

**From:** Josh Brock <josh.brock@epiccharterschools.org>  
**Sent:** Thursday, December 06, 2018 7:18 AM  
**To:** Pam Honeysuckle  
**Cc:** David Harp; david.chaney@epiccharterschools.org  
**Subject:** Re: Epic Blended

Just to confirm, the Epic Blended data is considered complete as we submitted. Is that correct?

Thanks,  
Josh

On Thursday, December 6, 2018, Pam Honeysuckle <Pam.Honeysuckle@sde.ok.gov> wrote:  
Josh,

These figures did not change. The figures are not going to change when nothing has been uploaded since 9-4-18 and my first review was on 9-10-18. I have attached the latest review. Please correct the data today by 3:30. The data will be locked for the district if the changes are not made.

Respectfully,

Pam Honeysuckle, Financial Specialist  
Financial Accounting  
Oklahoma State Department of Education  
2500 North Lincoln Blvd., Suite 420  
Oklahoma City, Ok 73105  
P (405) 522-3273 / F (405) 522-3271



# 2019 – OCAS

August 29: 6 uploads, 880 errors

September 2: 4 uploads, 219 errors

December 16: 5 uploads, certified within final hour



# Monday, December 16, 2019

- Deadline day, OSDE to Epic: "have to have responses to questions I have asked"
  - OCAS/School Personnel conflict
  - No employees reported for Blended; 100% decrease from prior year repo.
  - Site codes are not correct
  - Lapsed appropriations
  - Documentation on 10% mgmt fee
- Epic responds to **some** questions, says correcting other information
- OSDE: "This has to be completed today"
- Epic certifies just before 5:00

[illegible]

# Friday, December 20, 2019

- Epic did not submit corrected OCAS data until the deadline, Dec 16
- OSDE request for detailed documentation/purchase orders on the following questions below
- 29 questions b/w One-on-One and Blended
- Responses due no later than January 15, 2019.

|                        |  |                               |
|------------------------|--|-------------------------------|
| <b>Pam Honeysuckle</b> |  |                               |
| <b>From:</b>           | Pam Honeysuckle                            |                               |
| <b>Sent:</b>           | Friday, December 20, 2019 1:20 PM          |                               |
| <b>To:</b>             | Josh Brock                                 |                               |
| <b>Cc:</b>             | Katherine Black                            |                               |
| <b>Subject:</b>        | FY 19 OCAS Data Review - EPIC One on ONE   |                               |
| <b>Importance:</b>     | High                                       |                               |
| <b>Tracking:</b>       | Recipient<br>Josh Brock<br>Katherine Black | Delivery<br><br>Delivered: 12 |

The district did not submit corrected OCAS data until the last day of the deadline date, 5:00 PM on January 15, 2019. The Financial Accounting section needs detailed documentation/purchase orders on the below. Please submit all requested information to the Financial Accounting Section of the district by January 15, 2019.

1. Provide detailed documentation (purchase order) for the administrative fee that sponsor, and how the district has this coded in the OCAS data.
2. Provide detailed documentation regarding the 12 million dollars that is coded to "Other".
3. Provide detailed documentation regarding the OCAS coding that is coded to "Compliance Services."
4. Provide detailed documentation regarding the OCAS coding that is coded to "Subcontractors."
5. Provide detailed documentation regarding the OCAS coding that is coded to "Program Management."
6. Upload EON's signature pages.
7. Provide Publication documentation for the revised EONs.
8. Explanation as to why the district FY ending balance did not match the FY 19 beginning balance difference.
9. Explaination as to why the district lapsed appropriations do not match from the \$97,066.67 off.
10. In project code 615 the district was paid \$4,032.59, but only coded \$3,283.72 in FY 2018 \$748.87 dollar difference. Why did the district not code all federal dollars they were due?

| Function | Object | Project code 615 Mon Assistance<br>OCAS Data | GMS |
|----------|--------|--|-----|
|----------|--------|--|-----|

|                |   |
|----------------|---|
| Page Hierarchy |   |
| From:          | Page Hierarchy                              |
| Sent:          | Friday, December 20, 2019 1:21 PM           |
| To:            | Josh Smith                                  |
| CC:            | Katherine Clark                             |
| Subject:       | FE 19 GRAS Data Review - <b>OPC Meeting</b> |
| Importance:    | High  |

the district did not submit corrected OCAL data until the last day of the deadline date, December 10, 2019; therefore the Financial Accounting Section needs detailed documentation (purchase orders or the following questions) below. Please submit all requested information to the Financial Accounting Section of the State of Suburban no later than January 10, 2020.

- Issue random documentation** regarding the administrative fee that was paid to the District's attorney, and for the District had to collect in the OIG's data.
  - Issue random documentation** regarding the \$18,700 that is coded to function code 0005, benefit code 0000.
  - Issue random documentation** regarding the OIG's audit, but does not show expenditures to any vendor and no subject code 0000.
  - Issue random documentation** regarding the OIG's audit that is coded to "Unlimited Service, object code 000 000 series.
  - Issue random documentation** regarding the OIG's coding that is coded to "Future", 000 object code.
  - Issue random documentation** regarding the OIG's coding that is coded to "Supply", 000 object series.
  - Issue random documentation** regarding the OIG's coding that is coded to "No origin", 000 origin series.
  - Upload OIG's signature pages.
  - Upload OIG's documentation for the related OIGs.
  - Indication as to why the district is paying below the 60-month FF (beginning first balance \$5,007).
  - Indication as to why the district legal expenditure** does not match from the OIGs to the OIG's data. It is 100 percent.
12. Explain the data and the lessons for the following:
- Issue random documentation** regarding the OIG's coding that is coded to "Future", 000 object code.

[illegible]

| Project costs \$M, Year 0-4 |        |               |                |               |
|-----------------------------|--------|---------------|----------------|---------------|
| Parameter                   | Impact | Estimate      | 95%ile         | Reference     |
| 2013                        | 1000   | 1.1, 3.4-4.8M | 1000, 1000-200 | 3, 3.5-4.0    |
| 2014                        | 1000   | 3-4, 5000-6M  | 4.1, 4.1-5.0M  | -0.4, 0.0-0.7 |
| 2015                        | 1000   | 20, 1700-1.0  | 1.6, 0.7-2.1   | 3, 2.0-3.0    |

42. Find the  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)}$  for the following:
- $f(x) = \sin x$ ,  $g(x) = x$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\sin x}{x} = 1$ . This direct approach works.
  - $f(x) = \cos x$ ,  $g(x) = x$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\cos x}{x} = \infty$ . This direct approach works.
  - $f(x) = \tan x$ ,  $g(x) = x$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\tan x}{x} = 1$ . This direct approach works.
  - $f(x) = \sec x$ ,  $g(x) = x$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\sec x}{x} = \infty$ . This direct approach works.
  - $f(x) = \csc x$ ,  $g(x) = x$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\csc x}{x} = \infty$ . This direct approach works.
  - $f(x) = \cot x$ ,  $g(x) = x$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\cot x}{x} = \infty$ . This direct approach works.
  - $f(x) = \sin x$ ,  $g(x) = x^2$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\sin x}{x^2} = \infty$ . This direct approach works.
  - $f(x) = \cos x$ ,  $g(x) = x^2$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\cos x}{x^2} = \infty$ . This direct approach works.
  - $f(x) = \tan x$ ,  $g(x) = x^2$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\tan x}{x^2} = \infty$ . This direct approach works.
  - $f(x) = \sec x$ ,  $g(x) = x^2$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\sec x}{x^2} = \infty$ . This direct approach works.
  - $f(x) = \csc x$ ,  $g(x) = x^2$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\csc x}{x^2} = \infty$ . This direct approach works.
  - $f(x) = \cot x$ ,  $g(x) = x^2$ .  $\lim_{x \rightarrow 0} \frac{f(x)}{g(x)} = \lim_{x \rightarrow 0} \frac{\cot x}{x^2} = \infty$ . This direct approach works.

Management File Size

Paula Horowitz-Machio, Ph.D., is a Specialist in Financial Accounting/CAC/ADA/ACB/CMA/CFP. She is currently a Senior Lecturer at the Oklahoma State Department of Education, 2500 North Lincoln Blvd., Suite 420 Oklahoma City, OK 73105. P (405) 522-3274 / F (405) 522-3275 Email: Paula.Horowitz-machio@okstate.edu

|            |  |
|------------|--|
| Difference |  |
|------------|--|

- b. **Property Taxes** increased by a 2.00% increase from FY 18 to FY 19. The district expended \$1,277,748.93 more in FY 19.  
 c. **Professional and Technical Services** increased by a 12.00% increase from FY 18 to FY 19. The district expended \$2,048,091.06 more in FY 19.  
 d. **Other Personnel Services (wages not included)** had a 1.00% increase from FY 18 to FY 19. The district expended 2,319,375.00 more in FY 19.  
 e. **Property Acquisition** had a 3.2400% increase from FY 18 to FY 19. The district expended \$21,248,766.29 more in FY 19.  
 f. **Supplies** increased by a 4.07% increase from FY 18 to FY 19. The district expended \$145,233.57 more in FY 19.  
 g. **Contract** increased 1.2500% in fees, fees and judgments from FY 18 to FY 19. The district expended \$177,627.13 more in FY 19.

Respectfully,

Pam Honeywuckle, Financial Specialist  
Financial Accounting/OCAS/Asst  
Oklahoma State Department of Education  
2500 North Lincoln Blvd., Suite 420  
Oklahoma City, OK 73105  
P (405) 522-3273 / P (405) 522-3271  
Email: Pam.Honeywuckle@doe.ok.gov

# Friday, February 7, 2020

- Epic requests meeting to discuss HB 1395 coding
- OSDE: please be prepared to discuss the 29 questions from Dec 20
  - Management fee documentation
  - School personnel
  - Site codes
  - Documentation on \$12M coded to 5800
  - Documentation on Contracted Services
  - Documentation on Supplies
  - Documentation on Property
  - Explanations for coding

**Pam Honeysuckle**

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**From:** Katherine Black  
**Sent:** Friday, February 7, 2020 2:52 PM  
**To:** Josh Brock; David Harp  
**Cc:** Pam Honeysuckle; Lori Murphy  
**Subject:** FY19 OCAS Data - Epic 1 on 1 and Epic Blended

Mr. Brock,

I was wanting to confirm our meeting on Monday, February 10 at 1:00 p.m. in Suite 420. During our meeting on Monday we would also like to discuss your responses to the email sent by Pam on 1/5/20/19.

Epic Blended

The district did not submit corrected OCAS data until the last day of the deadline date, December 16, 2019; therefore, the Financial Accounting section needs detailed documentation/purchase orders on the following questions below. Please submit the information to the Financial Accounting Section of the State of Education no later January 15, 2020.

1. Provide detailed documentation (purchase order) for the administrative fee that was paid to the district's sponsor, and how the district has this coded in the OCAS data.
2. Provide detailed documentation regarding the \$38,726.07 that is coded to function code 1000, benefit code 200 series.
3. Explain how the district can have benefits coded to certified staff, but does not show expenditures to any certified staff in object code 100 series.
4. Provide detailed documentation regarding the OCAS coding that is coded to "Contracted Services", object code 300-500 series.
5. Provide detailed documentation regarding the OCAS coding that is coded to "Tuition", 560 object code.
6. Provide detailed documentation regarding the OCAS coding that is coded to "Supplies", 600 object series.
7. Provide detailed documentation regarding the OCAS coding that is coded to "Property", 700 object series.
8. Upload EONs signature pages.
9. Provide Publication documentation for the revised EONs.
10. Explaination as to why the district FY ending balance did not match the FY 19 beginning fund balance \$6,007.59 difference.
11. Explaination as to why the district lapsed appropriations do not match from the EONs to the OCAS data. It is \$97,066.67 off.
12. Explain the decreases and the increases for the following:
  - a. District does not have any expenditures in Certified Salaries. The district decrease spending by 100% from FY 18 to FY 19.
  - b. Property Services has a 126% increase from FY 18 to FY 19. The district expended \$1,727,788.93 more in FY 19.
  - c. Professional & Technical Services has a 124% increase from FY 18 to FY 19. The district expended \$2,948,091.00 more in FY 19.
  - d. Other Purchase Services (travel is not included) has a 110% increase from FY 18 to FY 19. The district expended 2,317,655.98 more in FY 19.
  - e. Property Equipment has a 3,445% increase from FY 18 to FY 19. The district expended \$21,286,766.29 more in FY 19.
  - f. Specialized Supplies & Materials has a 407% increase from FY 18 to FY 19. The district expended \$4,143,222.57 more in FY 19.

# Meeting – February 10, 2020

## MEETING WITH EPIC

Meeting took place on 2-10-2020 @ 1:00pm.

Reason of Meeting: New Object Codes and FY 19 OCAS Data

In Attendance at Meeting:

Kathy Black  
Josh Brock  
David Harp  
Pam Honeysuckle  
Lori Murphy

Discussion:

How to code the OCAS data with new object codes  
(EPIC Youth Services paying all purchase orders).

How to split PO between EPIC One On One and EPIC Blended.  
Should not be a percentage, but rather, each district pay for their own items.

Districts should be treated as separate entities  
Districts should have their Tax Payer Identification Number

FY 20 OCAS Data Payroll for EPIC Blended  
Should be to appropriate function code but for FY 20 could use object code 591  
(Services Purchased from another LEA or Educational Services Agency within the State).

Districts had multiple coding errors  
At the close of FY 19 OCAS Data EPIC One had a Admin Cost Penalty  
(District stated that was coding error related object code 733)

Districts Uploading OCAS Data for FY 19  
District did not upload trial data and did not upload very much for review process to  
take place, because the expenditure data that was upload was never locked back until  
12-16-19 which was deadline date. This was the case for both districts.

FY 20 OCAS Data  
Encouraged the district to upload trial OCAS data (January 15 – June 30, 2020) to help  
with any coding they might need help with regarding the new object code.  
Encourage the district to upload actual data earlier (July 1 – September 1) for an easier  
review process in order to help the districts with coding and reports.

FY 2021 OCAS Data for EPIC Blended  
Should have proper payroll codes in FY 21 OCAS data  
(Object Codes 100 & 200 Series)  
Again both district should have their own Tax Payer Identification Number

# Separate Entities

- Separate charters
- Separate sponsors
- Separate governing board
- Separate county-district-site code
- Separate audits
- Separate DUNS Number
- 2018 – separate payroll and reporting (audit p. 41)
- 2019
  - Teachers Retirement: "false information" when One submits for Blended
  - OSDE: Federal Programs monitoring
- 2020



# Epic's Response (2.11.20 & 2.21.20)

- Revenue is received and deposited in separate bank accounts – clear and distinct;
- Payroll options to be for 2021;
- Request meeting in late March or April to revisit items from Feb 10 meeting
- Below items and attachment responds to questions 2, 3, 6, 7 and 12e (from Dec 20 email)
- "much of the dollars coded to 733 should have been coded to certified salaries"
- Epic Blended does not run a payroll and has no employees, per se;
- Blended provides reimbursement to One-on-One and codes this as 5800

**Pam Honeysuckle**

**From:** Josh Brock <josh.brock@epiccharterschools.org>  
**Sent:** Friday, February 21, 2020 12:52 PM  
**To:** Pam Honeysuckle  
**Cc:** Katherine Black; David Harp  
**Subject:** External: Epic Blended  
**Attachments:** Blended Question 2.pdf

Pam:

We have spoken over the phone and over email over the last month and also had a meeting on February 10, 2020. David Harp has been dealing with his mother's health decline and ultimately her passing this past week, and I have been dealing with several things as well from a bandwidth perspective, so we appreciate your patience with us. As per my call with Kathy on Tuesday, February 18, 2020, I'm responding in part to your request regarding our OCAS submission for Epic Blended; I'm also asking that we establish a meeting for late March or early April to revisit some items discussed in the February 10, 2020 meeting. Lastly, we really appreciate the collaboration that has occurred over the last month or so.

As was made evident again in our meeting on February 10, 2020, Epic Blended currently does not run a payroll, and as such, it has no employees per se. It does provide reimbursement to Epic One. **The below response coupled with the attached document answers questions 2, 3, 6, 7 and 12e.**

As to question 2 specifically, when we receive bills from insurance companies (Worker's Compensation), we process the bill, as we articulated in our meeting, out of both entities proportionally to student count. You will notice in the attached that these vendors paid are insurance companies. As it relates to the other questions, they all tie back to the issue we discussed in person. **Much of the dollars coded to 733 should have been coded to certified salaries.** We actually uploaded our Blended OCAS data more times than our One on One data, and somewhere along the way, we did not catch this as a majority of the Epic Blended reimbursement to Epic One should have been to certified salaries. For the 2019-2020 school year, the discussions had between Mr. Harp, Kathy, you, and Lori focused on maintaining this methodology through the balance of the FY2020 school year. **We will be providing more responses later today,** but I wanted to get this response over to you as we spent a great deal of time discussing in our meeting and helping everyone better understand.

Thank you very much again, Pam.

Sincerely,  
Josh

**Pam Honeysuckle**

**From:** Josh Brock <josh.brock@epiccharterschools.org>  
**Sent:** Friday, February 21, 2020 1:18 PM  
**To:** Pam Honeysuckle  
**Cc:** Katherine Black; David Harp  
**Subject:** External: Epic One  
**Attachments:** One on One Question 2.pdf

Pam:

We have spoken over the phone and over email over the last month and also had a meeting on February 10, 2020. David Harp has been dealing with his mother's health decline and ultimately her passing this past week, and I have been dealing with several things as well from a bandwidth perspective, so we appreciate your patience with us. As per my call with Kathy on Tuesday, February 18, 2020, I'm responding in part to your request regarding our OCAS submission for Epic One; I'm also asking that we establish a meeting for late March or early April to revisit some items discussed in the February 10, 2020 meeting. Lastly, we really appreciate the collaboration that has occurred over the last month or so.

As was made evident again in our meeting on February 10, 2020, Epic Blended currently does not run a payroll, and as such, it has no employees per se. It does provide reimbursement to Epic One. **The below response coupled with the attached document answers question 2.** We had also previously responded and provided the Estimate of Needs for both districts that was signed by the board. We code payments received by One on One from Epic Blended to source code 5800. See attached.

Thanks so much, Pam!

Thanks,  
Josh

# Non-Responsive

- Documentation for:
  - Management fee (10% Epic Youth Services, LLC)
  - Contracted Services
  - Tuition expenses
  - Property
  - \$12M coded to 5800
- Lapsed appropriations do not match
- Separate entity, reporting and operating
- Increases and decreases from prior year
  - Certified salaries decreased 100% at Blended
  - Property services went up 126%
  - Prof services increased 124%
  - Other non-travel services up 110%
  - Specialized Supplies and Materials increased 407%
  - 1266% increase in dues, fees and judgments

# 2020 – OCAS

August 27: 2 uploads, 1068 errors

August 30: 10 uploads, 540 errors

September 1: 11 uploads, 197 errors



# House Bill 1395 (2019)

- Requires "the total amount paid to an [EMO] as well as itemized expenditure information for the goods or services provided by the management organization" to be reported through OCAS, using appropriate codes
- Owner of a management organization must disclose to governing board in open meeting an ownership position in any business that contracts with the school
- Effective July 1, 2019 for the 2019-2020 school year
- Data is not reported under these rules until Fall, 2020

# 2020 Epic HB 1395 OCAS Submission

- Epic Certified 9.30.20
- \$519,000 Management Services v. \$759,000 Advertising
- Sample invoice from March 20, 2020
- Request source documents for "Certified Salaries"
- "None of your business"
- Supplanting?
- Purchase orders
  - "000000" as code identified
  - Blanket
  - No board approval
- Unable to validate services being paid for

INVOICE

Epic Youth Services, LLC

INVOICE # 35  
DATE: 3/13/2020

2410 W Memorial Road  
Suite C #407  
Oklahoma City, OK 73134

CUSTOMER EPIC BLENDED CHARTER SCHOOL  
4101 NW 122<sup>nd</sup> Street  
Suite B  
Oklahoma City, OK 73120

| SHIPPING METHOD |        | SHIPPING TERMS                  |     | DELIVERY DATE |              |
|-----------------|--------|---------------------------------|-----|---------------|--------------|
|                 |        |                                 |     |               |              |
| QTY             | ITEM # | DESCRIPTION                     | JOB | UNIT PRICE    | LINE TOTAL   |
| 1               |        | Certified Salaries              |     | \$6,333.05    | \$6,333.05   |
| 1               |        | Advertising                     |     | \$16,449.49   | \$16,449.49  |
| 1               |        | Travel                          |     | \$4,934.85    | \$4,934.85   |
| 1               |        | Other Technical Services        |     | \$20,068.38   | \$20,068.38  |
| 1               |        | Accounting Services             |     | \$7,402.27    | \$7,402.27   |
| 1               |        | Non-Certified Salaries          |     | \$16,449.49   | \$16,449.49  |
| 1               |        | Technology Services             |     | \$352,594.80  | \$352,594.80 |
| 1               |        | Data Processing                 |     | \$40,959.23   | \$40,959.23  |
| 1               |        | Management Services             |     | \$14,393.30   | \$14,393.30  |
| 1               |        | Professional Education Services |     | \$41,123.72   | \$41,123.72  |
| 1               |        | Rental Services                 |     | \$4,112.37    | \$4,112.37   |
| 1               |        | Land & Building Rental          |     | \$16,449.49   | \$16,449.49  |
| 1               |        | Construction Services           |     | \$12,337.12   | \$12,337.12  |
| 1               |        | Food Service Management         |     | \$2,056.19    | \$2,056.19   |
|                 |        |                                 |     | SUBTOTAL      | \$555,663.75 |
|                 |        |                                 |     | SALES TAX     |              |
|                 |        |                                 |     | TOTAL         | \$555,663.75 |

# School Personnel Reporting



# School Personnel Certification

Provide contact information. This person should be able to answer questions regarding the School Personnel Report if necessary.

Person Completing Form:

Phone Number (###-###-####):

Email Address:

Provide additional contact information if needed. This person should be able to answer questions regarding the School Personnel Report if necessary.

Person Completing Form:

Phone Number (###-###-####):

Email Address:

UPDATE

**Title 70 6-101.6 was signed into law on May 27, 2003. It provides for the inclusion in all contracts and related employee information worksheets for teachers and administrators, clear and concise specific salary and benefit payroll information. The law now requires school districts to report all salary and benefit information to the State Department of Education (SDE) on its Annual Personnel Reports. All Superintendents salary and fringe benefit information will be compared for accuracy to the contract on file in School Personnel Records (SPR).**

The "CERTIFY" buttons shown below are to be used by your Superintendent to certify your reports as accurate and complete. By selecting each "Certify" button, I hereby certify to the best of my knowledge and belief, the data reported constitutes an accurate and full report of all salary and benefit information. I further acknowledge and understand that the responsibility and obligations for ensuring the accuracy and completeness of this information remains my responsibility and I will be held responsible for the accuracy and completeness of this information, certified using my credentials, even if I have authorized another individual to access this information using my credentials. I understand this data will be used for many purposes, including but not limited to reporting to state legislature, USDE, and any penalties in accordance with the applicable statutes. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Certified Personnel Report

SDE Approve

Reopen

Support Personnel Report

SDE Approve

Reopen

Online Directory

SDE Approve

Reopen

Salary Schedule

SDE Approve

Reopen

# Federal Programs Monitoring

- Federal regulations – on-site reviews of school districts receiving federal funds
- All districts receiving federal funds are monitored at least once every three years
- Epic Blended (opened in 2018)

# English Learners

- Title III of ESSA, Title VI of the Civil Rights Act of 1964
- Department of Education and Department of Justice, Office of Civil Rights
- Identify and serve EL students to ensure meaningful participation and access to educational programs
- Identification
  - 2018-19
    - October 1: 84 students
    - Full Academic Year: 61 students
  - 2019-20 (enrollment 7,700)
    - October 1: 83 students
    - Full Academic Year: 107 students
    - State average: 9%
    - OKCPS / Tulsa PS: 11,000 and 6,420
- Services not reflective of enrollment and instructional operations
  - 21,500 of 23,000 attend full-time virtual
  - LIEP: “mainstream placement,” “pull out EL services based on students need”
  - ESL Manager provides material support by “prepare[ing] resources and materials for teachers who have identified Els *in their classroom*” (Emphasis added).

# McKinney-Vento

- Homeless children and youth
- Identification & services
- Epic
  - 17-18: 4 students
  - 18-19: 0 students
  - 19-20: 576
- No expenditures or services to the identified students

Oklahoma State Department of Education  
Education for Homeless Children and Youth District Census Report  
2017-2018

|                                       |                      |                      |
|---------------------------------------|----------------------|----------------------|
| SCHOOL DISTRICT NAME                  | COUNTY NAME          | COUNTY/DISTRICT CODE |
| McKinney-Vento                        | McKinney             | 01-000               |
| NAME OF THE DISTRICT HOMELESS LIAISON | LIAISON PHONE NUMBER | LIAISON FAX NUMBER   |
| McKinney-Vento                        | 214-743-0400         | 214-743-0400         |
| LIAISON ADDRESS                       | CITY                 | STATE AND ZIP        |
| 1000 McKinney-Vento Blvd              | McKinney, TX         | TX 75118             |
| LIAISON E-MAIL                        |                      |                      |
| McKinney-Vento@okstate.edu            |                      |                      |

**SECTION 1 - NUMBER OF HOMELESS CHILDREN AND YOUTH BY GRADE LEVEL SERVED**  
Number of homeless children/youth during the 2017-2018 school year

|                                    |   |
|------------------------------------|---|
| Age Birth Through 2                | 0 |
| Age 3 Through 5 (Not Kindergarten) | 0 |
| 6                                  | 0 |
| 7                                  | 0 |
| 8                                  | 0 |
| 9                                  | 0 |
| 10                                 | 0 |
| 11                                 | 0 |
| 12                                 | 0 |
| Ungraded                           | 0 |
| <b>Total</b>                       | 0 |

Oklahoma State Department of Education  
Education for Homeless Children and Youth District Census Report  
2019-2020

|                                       |                      |                      |
|---------------------------------------|----------------------|----------------------|
| SCHOOL DISTRICT NAME                  | COUNTY NAME          | COUNTY/DISTRICT CODE |
| McKinney-Vento                        | McKinney             | 01-000               |
| NAME OF THE DISTRICT HOMELESS LIAISON | LIAISON PHONE NUMBER | LIAISON FAX NUMBER   |
| McKinney-Vento                        | 214-743-0400         | 214-743-0400         |
| LIAISON ADDRESS                       | CITY                 | STATE AND ZIP        |
| 1000 McKinney-Vento Blvd              | McKinney, TX         | TX 75118             |
| LIAISON E-MAIL                        |                      |                      |
| McKinney-Vento@okstate.edu            |                      |                      |

**SECTION 1 - NUMBER OF HOMELESS STUDENTS SERVED BY GRADE LEVEL**  
Number of homeless children/youth identified during the 2019-2020 school year

|  |     |
|--|-----|
| Age Birth Through 2                                    | 0   |
| Age 3 Through 5 (Not Pre-Kindergarten or Kindergarten) | 0   |
| 6  | 36  |
| 7  | 27  |
| 8  | 20  |
| 9  | 24  |
| 10   | 22  |
| 11   | 38  |
| 12   | 47  |
| Ungraded   | 50  |
| 13   | 40  |
| 14   | 71  |
| 15   | 60  |
| 16   | 40  |
| 17   | 66  |
| <b>Total</b>   | 576 |

**SECTION 2 - PRIMARY NIGHT TIME RESIDENCE OF HOMELESS CHILDREN AND YOUTH**  
(The total should equal the total in Section 1)

|   |     |
|---|-----|
| Shelter, transitional housing                 | 11  |
| Doubled-up (e.g., living with another family) | 475 |



# Special Education

- Complaint filed December 9, 2019
- "did not provide instructional time for the majority of the 2018-19 school year"
- Epic policy: "Direct Instruction should total 1 hour a week split among the areas of need for that student. EX: reading, writing, and math would be split by 20 minutes each to equal 1 hr. If there is only one weakness, it will be 60 minutes in that one area."
- Non-compliance with requirements of federal law
- Conduct a review of services for students receiving services and report to OSDE. To date, no report has been provided.

# Economically Disadvantaged Enrollments



- Economically Disadvantaged – student whose household falls within federal eligibility guidelines *in the school year for which the determination is being made* - OAC 210:25-3-8
- Weight in the state aid funding formula
- Low-income student counts for each district are used to generate federal funds
- Counts are certified by each district superintendent every year, for the year for which the determination is made


## ECONOMIC DISADVANTAGED APPLICATION

| LIST ALL HOUSEHOLD MEMBERS                                   |   |                                    |   |                               |
|--|---|------------------------------------|---|-------------------------------|
| Names of ALL Household Members (First, Middle Initial, Last) | Name of School for Each Child/Or Indicate NA If Person Is Not in School | Grade Level (If Applicable)        | No Income   |                               |
| [REDACTED]   |   |                                    |   |                               |
| [REDACTED]   | EPIC  | Fourth                             | X   |                               |
|  |   |                                    |   |                               |
|  |   |                                    |   |                               |
|  |   |                                    |   |                               |
|  |   |                                    |   |                               |
| TOTAL HOUSEHOLD GROSS INCOME.                                |   |                                    |   |                               |
| A. NAME<br>(List only household members with income)         | B. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED                           |                                    |   |                               |
|  | Earnings From Work Before Deductions                                    | Welfare, Child Support, Alimony    | Pensions, Retirement, Social Security, SSI, VA Benefits | All Other Income              |
|  | \$ <del>100.00</del> / weekly   | \$ <del>99.99</del> / every 2 week | \$ <del>99.99</del> / monthly                           | \$ <del>50.00</del> / monthly |
| [REDACTED]   | \$ 22311 / Annua  | \$ /                               | /   | /                             |
| [REDACTED]   | \$ /  | \$ /                               | \$ /  | \$ /                          |
|  | \$ /  | \$ /                               | \$ /  | \$ /                          |
|  | \$ /  | \$ /                               | \$ /  | \$ /                          |
|  | \$ /  | \$ /                               | \$ /  | \$ /                          |
| Total  |   |                                    |   |                               |

**SIGNATURE**

*I certify (promise) that all information on this application is true and that all income is reported.*

**Sign Here:**  **Print Name:** 

**Date:** 

|  |  |  |  |  |
|--|--|--|--|--|
| <b>DO NOT FILL OUT THIS PART. THIS IS FOR OFFICIAL USE ONLY.</b>   |  |  |  |  |
| Annual Income Conversion:    Weekly x 52,            Every 2 Weeks x 26,            Twice a Month x 24,            Monthly x 12  |  |  |  |  |
| <b><u>Income Eligibility:</u></b>  |  |  |  |  |
| Total Income: _____ Per: <b>Week</b> _____ Every 2 Weeks _____ Twice a Month _____ Month _____ Year _____  |  |  |  |  |
| Household <b>Size:</b> _____ Economically Disadvantaged: 130% of Poverty <input type="checkbox"/> 185% of Poverty <input type="checkbox"/> No <input type="checkbox"/> |  |  |  |  |

# ECONOMIC DISADVANTAGED APPLICATION

| LIST ALL HOUSEHOLD MEMBERS                                   |   |                             |           |
|--|---|-----------------------------|-----------|
| Names of ALL Household Members (First, Middle Initial, Last) | Name of School for Each Child/Or Indicate NA If Person Is Not in School | Grade Level (if Applicable) | No Income |
| [REDACTED]   |   |                             |           |
| [REDACTED]   | EPIC  | Third                       | X         |
| [REDACTED]   | EPIC  | Fourth                      | X         |
| [REDACTED]   | EPIC  | Sixth                       | X         |
|  |   |                             |           |

| TOTAL HOUSEHOLD GROSS INCOME.                        |   |                                       |   |                                  |
|--|---|---------------------------------------|---|----------------------------------|
| A. NAME<br>(List only household members with income) | B. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED |                                       |   |                                  |
|  | Earnings From Work Before Deductions          | Welfare, Child Support, Alimony       | Pensions, Retirement, Social Security, SSI, VA Benefits | All Other Income                 |
|  | \$ <u>199.99</u> / <u>weekly</u>              | \$ <u>99.99</u> / <u>every 2 week</u> | \$ <u>99.99</u> / <u>monthly</u>                        | \$ <u>50.00</u> / <u>monthly</u> |
| [REDACTED]   | \$ <u>22311</u> / <u>Annua</u>                | \$ _____ / _____                      | \$ _____ / _____  | \$ _____ / _____                 |
| [REDACTED]   | \$ _____ / _____                              | \$ _____ / _____                      | \$ _____ / _____  | \$ _____ / _____                 |
| [REDACTED]   | \$ _____ / _____                              | \$ _____ / _____                      | \$ _____ / _____  | \$ _____ / _____                 |
| [REDACTED]   | \$ _____ / _____                              | \$ _____ / _____                      | \$ _____ / _____  | \$ _____ / _____                 |
| Total  |   |                                       |   |                                  |

| SIGNATURE   |                        |
|---|------------------------|
| I certify (promise) that all information on this application is true and that all income is reported. |                        |
| Sign Here: [REDACTED]   | Print Name: [REDACTED] |
| Date: [REDACTED]  |                        |

| DO NOT FILL OUT THIS PART. THIS IS FOR OFFICIAL USE ONLY.   |  |
|---|--|
| Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12   |  |
| <b>Income Eligibility:</b>  |  |
| Total Income: _____ Per: <b>Week</b> _____ Every 2 Weeks _____ Twice a Month _____ Month _____ Year _____   |  |
| Household Size: _____ Economically Disadvantaged: 130% of Poverty <input type="checkbox"/> 185% of Poverty <input type="checkbox"/> No <input type="checkbox"/> |  |

# ECONOMIC DISADVANTAGED APPLICATION

| LIST ALL HOUSEHOLD MEMBERS                                   |   |                             |           |
|--|---|-----------------------------|-----------|
| Names of ALL Household Members (First, Middle Initial, Last) | Name of School for Each Child/Or Indicate NA If Person Is Not in School | Grade Level (if Applicable) | No Income |
| [REDACTED]   |   |                             |           |
| [REDACTED]   | EPIC  | Kinderg                     | X         |
| [REDACTED]   |   |                             | X         |
|  |   |                             |           |
|  |   |                             |           |
|  |   |                             |           |

| TOTAL HOUSEHOLD GROSS INCOME.                        |   |                                 |   |                    |
|--|---|---------------------------------|---|--------------------|
| A. NAME<br>(List only household members with income) | B. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED |                                 |   |                    |
|  | Earnings From Work Before Deductions          | Welfare, Child Support, Alimony | Pensions, Retirement, Social Security, SSI, VA Benefits | All Other Income   |
|  | \$ 100.00 / weekly                            | \$ 99.99 / every 2 week         | \$ 99.99 / monthly                                      | \$ 50.00 / monthly |
| [REDACTED]   | \$ up / Annual                                | \$ /                            | \$ /  | \$ /               |
| [REDACTED]   | \$ /  | \$ /                            | \$ /  | \$ /               |
| [REDACTED]   | \$ /  | \$ /                            | \$ /  | \$ /               |
|  | \$ /  | \$ /                            | \$ /  | \$ /               |
|  | \$ /  | \$ /                            | \$ /  | \$ /               |
| Total  |   |                                 |   |                    |

|  |                        |
|--|------------------------|
| <b>SIGNATURE</b>   |                        |
| <i>I certify (promise) that all information on this application is true and that all income is reported.</i> |                        |
| Sign Here: [REDACTED]  | Print Name: [REDACTED] |
| Date: 07/07/2019   |                        |

| DO NOT FILL OUT THIS PART. THIS IS FOR OFFICIAL USE ONLY.   |  |
|---|--|
| Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12   |  |
| <b>Income Eligibility:</b>  |  |
| Total Income: _____ Per: <b>Week</b> _____ Every 2 Weeks _____ Twice a Month _____ Month _____ Year _____   |  |
| Household Size: _____ Economically Disadvantaged: 130% of Poverty <input type="checkbox"/> 185% of Poverty <input type="checkbox"/> No <input type="checkbox"/> |  |

# Economically Disadvantaged - Summary

- 200 forms reviewed
- 71 of 200 use income of \$22,311
- No welfare
- No alimony
- No child support
- All one income families
- 4 list income as "up" without a numerical value
- 1 without any income or wording identified
- Application submission dates begin February 8, 2019

**State Board of Education:** Supervision of all schools; state budget, accreditation of schools, apportion state aid to eligible schools, agent/liaison for federal agencies (70 O.S. Sec. 1-105, 3-104)



**Charter Sponsor (Authorizer):** Contracts with school (terms, enforcement, amendment, term); oversight of school (70 O.S. Sec. 3-145.3; performance review (governing board, academics)



**School Board:** governing body of the school; responsible for policies and operational decisions of the school, enters contracts, approves finances, employment and OCAS reporting. (70 O.S. Sec. 3-136, 5-117)



**School Leadership:** This person or team runs the day-to-day operations of the school; hired and reports to school board.



# Accreditation of Schools

- Quality standards schools must meet, including compliance with laws and regulations
- State Board adoption, shall provide for warnings, probation or nonaccredited status for schools that fail to meet standards
- Must meet all applicable regulations and statutory requirements at the beginning and throughout the year
- Categories
  - No deficiencies
  - Deficiencies
  - Warning
  - Probation
  - Nonaccredited

# Categories

- No deficiencies – standards are being met
- Deficiencies – site fails to meet one or more standards but does not detract from educational program
- Warning – site fails to meet one or more of the standards and deficiency seriously detracts from the quality of the school's educational program
- Probation – one or more of the following:
  - Consistently fails to remove or make substantial progress to meeting all deficiencies from prior year
  - Consistently violates regulations; and/or
  - Deliberately and unnecessarily violates one or more of the regulations
- Nonaccredited – no longer recognized by the State Board

# Recent Accreditation Actions

- 2020
  - Albion – Probation
    - administrative costs; audit findings (payroll not supported by employee contracts, purchase orders dated after invoice, purchases not approved by school board); fail to comply with OCAS; federal programs noncompliance
  - Keyes – Probation
    - failure to offer required minimum course units or competencies; noncompliance in alternative education
- 2019
  - Seeworth Academy - Nonaccredited
    - Noncompliance with Federal Programs and finances.
  - Langston Hughes Academy – Probation, then nonaccredit
    - noncompliance with laws and regulations (Open Meetings, special education, school environment)
  - Cave Springs – Probation
    - board members have not met required trainings

# Recommendations

- Governing Board:
  - Independent review and assessment of capacity and expertise, taking into consideration current term limits for existing board members, and add membership as needed to allow the board to fulfill its governance duties.
  - Review each contractual agreement for the allocation and sharing of costs and services, and amend as needed to ensure it requires the reporting and accounting of actual costs and expenditures to each separate and distinct entity that is part of the agreement(s).
  - Ensure all personnel have employment agreement. Employment agreements accurately reflect duties, expectations and employing entity.
  - Ensuring compensation and benefits are timely and accurately provided to personnel.
  - If personnel are employed by another school, ensure compliance and awareness of 70 O.S. Sec. 5-106A
- Ensure the uniform reporting of actual costs and expenditures to the OSDE Office of School Personnel Records and OCAS
  - Timely reporting and work with OSDE to ensure this work is done

# Recommendations

- Financial, purchasing and acquisitions
  - School board to approve all financials (expenditures, encumbrances, purchase orders).
  - Fiscal management plan and designate an Oklahoma State Department of Education (OSDE)-approved independent fiscal agent that reports monthly to the OSBE.
  - Invoices paid shall be itemized, describing the items purchased, the quantity of each item, its unit price, its total cost, and proof of receipt of such goods or services.
  - Discontinue distribution, sharing, loaning or otherwise entanglement of Oklahoma school source funds to support schools and/or entities that manage schools outside of Oklahoma
- Provide and implement all required corrective actions identified in Federal Programs
- Instance of non-compliance may subject status to further change